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BURLINGTON EMPLOYEE NEWSLETTER

Warming Hearts

employee web

What is this? Password protected website only for COB staff to access documents & info.

What's there? Occupational Health Schedule, HR/Finance forms, B.E.N. archive & more....



www.BurlingtonNC.gov/Employee
User Name: cobstaff
Password: access

phone numbers

Switchboard - 222.5000

Human Resources- 222.5105

Finance- 222.5060

Occ Health- 229.3584

IT Helpdesk - 222.5040



Something special happened in Burlington on January 23, 2016. City employee Christy Gerringer and her husband Gary started a beautiful legacy for their daughter who passed away in 2014.

"Gary and I wanted to do something to honor Meaghan's memory, and her love for people and service. As a way to honor her on her birthday this past January, we asked for random acts of kindness to be performed. A very dear friend knitted a few scarves and placed them around town, with a tag similar to the one we used. In thinking about ways we could honor her memory, together with our dear friend, the Meaghan's Human Heaters Warm Hearts Project became a reality.

We were gifted with donations (monetary, hats, gloves, scarves) from across Alamance County, from friends, 4-H members, coworkers, church family, and our own family and from people we had never met. We couldn't have imagined the love and generosity this project would create. On Saturday, December 19th, we, along with friends and family, placed over 200 sets (scarf/hat/gloves) in Burlington, Elon, Graham, Haw River and Mebane. There were even some placed in Gibsonville by an anonymous donor.

Our goal is to continue to collect donations so we are able to again distribute the warmth from our project in 2017, to honor Meaghan's birthday."

~Christy Gerringer

stay connected



BurlingtonNC

"There are three kinds of people:
Those who make things happen,
those who watch things happen,
and those who ask, 'What
happened?'"

~ Casey Stengel

Which One Are You?

Greetings from City Hall



It has been a pleasure to get started here in Burlington and begin my learning process about our impressive City operations. I've had the opportunity to visit with all of our department heads and many facilities but I'm still making my way around to see all components of our municipal operations. The people that I've met have been warm and welcoming and it is wonderful to be here and officially join the team. Thanks for answering my questions and kindly showing me things that you are involved within your department.

While completing my employee orientation session last week, I was notably inspired by the enthusiasm and eagerness of some newly hired staff members and was reminded that we are all fortunate to be working each day in public service. As veterans of local government, sometimes we forget this. It was a gift to be reminded of our opportunity to serve the citizens and impact their lives in a positive way.

If I can help you, please let me know. My door is always open and I'm looking forward to meeting everyone around the City! Thanks for your service to our citizens!

-Hardin Watkins, City Manager

Mayoral Message



I have truly enjoyed my first few months of learning more about the inner workings of our City and getting to meet each of our passionate and committed City employees. I'm still making the rounds, so if we haven't met yet; know that I look forward to that day soon. Also, I am always interested in hearing from you, because you are on the front lines of our City, every day you see our City from the ground level, you see the opportunities to make this City great. It is my goal to support you and your ideas.

On that same note, our Council is eager to put The Destination Burlington 2035 plan into action. This comprehensive plan is the roadmap that carries the vision for the next 20 years of Burlington's growth.

It is a guide by which we can evaluate and prioritize many different initiatives. At the same time, it is a living document. We will not allow it to sit unused on a shelf collecting dust. To do that, we need constant feedback from you. That feedback and insight will help us continue to refine the roadmap each year of the journey.

-Ian Baltutis, Mayor

Scholarships Available



As a member of the Local Government Federal Credit Union, you're eligible to apply for college and career scholarships.

School of Government www.lgfcu.org/sog

This scholarship is for local government employees to apply towards tuition for conferences, classes and seminars offered by the UNC School of Government (SOG). LGFCU supports the School of Government because of the instrumental role it serves in the professional development of our membership.

NCSU Public Safety Leadership Initiative www.lgfcu.org/aomp-leep

The Administrative Officers Management Program (AOMP) and Law Enforcement Executive Program (LEEP) scholarships are available for North Carolina local government law enforcement personnel. Scholarships are applied to the cost of tuition for classes, conferences and seminars offered through the Public Safety Leadership Initiative (PSLI) at North Carolina State University.



On January 14th, our very own Officer Jack Boyles was elected to serve a two-year term with the North Carolina D.A.R.E. Officers' Association Board of Directors. Officer Boyles will be serving in the capacity of Sergeant at Arms.



Staff from the Police Department had a tacky sweater contest in December! Tacky never looked so good!

Allen McKinney (Public Works) replaced the motor on our heat unit that warms the dog holding area at the shelter on Friday during the snow storm. When staff came in on Friday morning, they found that the heat had gone completely out in a dog holding area at the shelter. We are really appreciative that he made the extra effort to go get a replacement motor, get on the roof and replace it during the snow storm that same day so the dogs could be warm. Thanks! ~ Jess Arias
Animal Services Director

going
above
and
beyond



drug recognition expert

MPO Russell Henderson was presented with the 2015 DRE (Drug Recognition Expert) Officer of the Year. The award is given annually to the Officer who has not only the most DRE Evaluations during the year but also completes the evaluations in a quality manner which reflects the values of the program. There are currently more than 140 DRE's across the State of North Carolina. MPO Henderson has been a DRE for 3 years and in 2015, he completed 22 evaluations for impaired driving. He has also made 64 DWI Arrests to date in 2015.

SOCIAL MEDIA PROPS



Best sight in the world
#duringleafseason
thank you @burlingtonNC

KEEPING UP IN THE Water Department

Elizabeth Whitfield

Grade 3 Biological Wastewater Plant Operator-In-Training

Jacob Allen

Grade 2 Biological Wastewater Plant Operator



If you have had a change in your contact information please go online to HR or log onto the Employee web(see cover to login info)and fill out the "address change form" this will update your phone number as well as address.

a painless speeding ticket?

Below is a Police Feedback Form that we have received from one of our citizens who was given a speeding ticket by our very own Officer Scott Elliott. Officer Elliott has a "special knack" to give someone a speeding ticket and making the person feel "good" about it. Go figure! - Iris Caballero

It is no surprise that lately policemen and women have had a bit of a problem. I feel that we as a society tend to focus more on the bad than the good. I try to be a positive person. This is why I want to speak of a good experience I had with one of your officers. Well as good as getting a speeding ticket can be. On Friday January 11 2016 I was pulled over for a speeding violation. I was speeding and at fault. I got a ticket and was OK with it because I know I was at fault. Master PO G S Elliott pulled me over. Now I cannot recall what exactly was said but I was taught to respect cops and the job they do. I tried to be as respectful as I could through my anxiousness. Officer Elliot was kind and polite. He made me feel at ease through a tense situation. We both knew I was in the wrong, but he made it as painless as possible. I just wanted to say that in this day and age we hear so many negative things about cops. I want to shine a light on a positive experience. Thank you for all you do. I feel better knowing that Officer Elliot is there to protect and serve my community. ~ Karen Williams

Serving even when off duty.

On January 21st Shannon Watkins and family were aboard a Delta Flight headed toward Atlanta. Around 3:30 pm as flight attendants were preparing to serve refreshments, an attendant from the rear of the plane ran up to the attendant preparing to serve refreshments and whispered something to her--immediately our attendant ran to the back of the plane. Shortly thereafter, she announced over the PA system if there were medical personnel on-board they were needed at the rear of the plane. Shannon responded to this appeal. Upon reaching the back of the plane he found a female passenger was unconscious. She was pale and very diaphoretic.



Upon receiving her sample history from her husband, he instructed an attendant to bring him an oxygen cylinder. He placed the oxygen mask over her face, setting the flow rate to high. He then asked the attendant to bring him a blood pressure cuff and stethoscope which he used to take her vitals. He continued monitoring her until she regained consciousness. Once she was stabilized Shannon returned to his seat. As the attendant resumed serving, she asked Shannon what type of work he did to which he responded, "I'm a firefighter." The attendant smiled and said "We like having passengers like you on-board." Upon deplaning Shannon saw the woman he had assisted and her family who collectively thanked him for his help. In recognition of his assistance, Delta Airlines sent him a travel voucher for \$150. Great way to represent the Burlington Fire Department! We are proud of you Shannon!

welcome to the family



Samuel Colie Houck
January 15
6 lbs. 12 oz.
Father: Andrew Houck
Police Department



Ruby Joy Sappington
August 21, 2015
7.3lb
Graham Sappington
Police Department



Madeleine English
January 17
7 lbs. 2 oz.
Father: Alex English
Police Department

btownmakers



Debra Graham (Police Dept.) has been selected to be an exhibitor at this year's Art in Bloom at the Raleigh Museum of Art, happening April 7-10. Selected floral designers are assigned a specific museum artwork, and are then asked to interpret it in Flowers. Last year's exhibit brought over 4000 visitors to view the designs!



When I was little, my brother, sister and I always made cards for our parents for birthdays and holidays and as I got older I would still do this in a pinch when I did not have a store bought card.

About 12 years ago I was invited to a scrapbooking party by one of my neighbors. I went out and bought lots of paper and stickers and different paper cutters. And after all my work I created one scrapbook and hated every minute of it! I just did not like putting pictures and words together. Sitting in the pile of papers I thought I could make some thing smaller that could be given away like a card. So I started making a few cards and it grew from there. Now I have my own logo and a room full of paper and tons of cutting designs.

One other thing I did every Christmas season that my Aunt Kitty had done was take the fronts of the Christmas cards that had been sent to me and take a pair of wavy edged scissors and cut the picture front out to recycle it as a gift tag for the next year. Some of the cards I received were so beautiful that I came up with the idea to use them again for Christmas card to send to someone. Then I started noticing other people's cards and asking them to keep them for me after Christmas was over. It's wonderful! I get grocery bags full of people's used cards from people at work, church and through neighbors and they don't go to waist. Each year I make a group of Christmas cards and send them to the military (through Michael's Store) so that they have something to send home to their family. I love doing it, it gives me a creative outlet and I give something back to those who serve us. ~Kristine Grayson (Police Dept.)

Checkout
C.O.B.
staff
makers!

Ask Janet

Q: Do I really need the Allstate Accident and Allstate Cancer insurance?

A: Voluntary insurance coverages are the choice of the individual employee as to whether they want to have it or not and are often based upon one's own budget. I believe that sometimes a misconception of the accident and cancer policies comes into play when one doesn't understand how the policies work.

When an employee (or covered family member) has an accident or comes down with cancer, obviously the employee is going to give the medical facilities their Blue Cross Blue Shield medical insurance card. The employee is ultimately sent invoices for what BCBS did not pay. The employee will pay those bills.

Then, the employee will send copies of the full invoices to Allstate. Allstate pays the employee, based upon Allstate's Schedule of Benefits for the Accident and Cancer policies. Allstate pays the employee based upon the total amounts showing on the invoices NOT upon what the employee is left to pay.

In 1 situation, we had an employee who owed \$150.00 to the hospital for an accident treatment and her Allstate Accident policy paid her \$500.00 (from the Accident Schedule of Benefits for "Medical Expenses" - \$500.00 maximum per accident) Why? Because the total hospital bill that was sent to them was \$1,700.00.

In another situation, a covered spouse incurred a \$5,000 hospital bill from an accident that he had. The claim was filed with Allstate by sending to them copies of all of the hospital, doctor and ambulance invoices. Again, Allstate paid that employee based upon Allstate's Schedule of Benefits and sent the employee a check for over \$2,000.00.

There have been multiple employees and covered spouses who have used their Allstate Cancer policy. When they were paid based upon their bills, and not upon what they owed, they have been very pleased!!

Also, remember to factor in the Outpatient Physician Rider Claims where you get those \$50.00 checks annually from your Accident policy. The annual Wellness \$100.00 checks from your Cancer policy come in very handy too!

Again, the Allstate policies are Voluntary coverages. If you still do not want to keep them, you can cancel them during the city's May Open Enrollment meetings.



Janet Bailey is our resident "know it all". She literally knows it all when it comes to City of Burlington benefits. Do yourself a favor and take a minute to read this section. You will learn a lot and probably save yourself some money too. If you have a questions for Janet email them to Public Information office (mlasater@ci.burlington.nc.us) and we will get it in the next edition of the B.E.N.

Janet Bailey
Risk and Benefits Manager
jbailey@BurlingtonNC.gov
222-5058

Spring Wellness Challenge



**FREE
t-shirt,
fun
& food!!**

The Spring Wellness challenge is put on by the Wellness Council and is an opportunity for City staff to get healthier together! The 2016 theme is "25 Years of Wellness Evolution". To participate all you have to do is attend the kick-off event on March 24. If you can't make it, stop by Occ Health before 3/31 and tell them you are there for the Wellness Challenge. They will get your weight and sign you up.



25 years of wellness evolution

WELLNESS CHALLENGE DATES

- | | |
|----------|---|
| March 24 | Spring Wellness Challenge Kick-Off
Broad Street Gym (11:30 am – 1:00 pm) |
| April 14 | Lunch & Fun, Office Yoga
Thataways (11:30 am – 1:00 pm) |
| April 28 | Lunch & Fun, Putt Putt Fun Center
1340 N Church St. (11:30 am – 1:00 pm) |
| May 12 | Lunch & Fun, Tennis/Bocce Ball
The Tennis Center (11:30 am – 1:00 pm) |
| May 26 | Lunch & Fun, Kickball at Field #1
City Park (11:30 am – 1:00 pm) |
| June 3 | Luncheon at TJ Sports Shelter
City Park (11:30 am – 1:00 pm) |

MARCH

- 1 City Council Meeting**
7:00 PM @ Burlington Municipal Building
- 3 Mayor's Book Club**
7:00 PM @ May Memorial
- 5 Winter Walkabout**
10:30 AM - 12:00 PM @ Great Bend Park
- 8 Mayor's Book Club**
Noon @ May Memorial
- 8 Public Transit Advisory Commission Meeting**
5:30 PM @ Municipal Conference Room
- 12 MST/Haw River Trail Workday**
9:00 AM - 2:00 PM @ TBA
- 15 City Council Meeting**
7:00 PM @ Burlington Municipal Building
- 16 FREE Kid's Culinary & Nutrition Classes**
5:00 PM - 7:00 PM @ North Park
- 17 Family Adventures in Nature - Nature Play**
4:00 PM - 5:00 PM @ Glencoe Mill Village
- 19 Winter Walkabout**
10:30 AM - 12:00 PM @ Cedarock Park
- 25 Good Friday Closure**
City administrative offices will be closed
- 26 Easter Egg-Stravaganza**
10:00 AM @ City Park

APRIL

- 4 City Council Work Session**
5:00 PM @ Burlington Municipal Conference Room
- 5 City Council Meeting**
7:00 PM @ Burlington Municipal Building
- 7 Mayor's Book Club**
8:00 PM @ May Memorial Library
- 8 Star Party**
7:30-9:30 pm @ Lake Mackintosh Marina
- 12 Mayor's Book Club**
1:00 PM @ May Memorial Library
- 16 NCRPA RECRE8 5K**
9:30 am @ Bill Cooke Park
- 19 City Council Meeting**
7:00 PM @ Burlington Municipal Building
- 21 Family Adventures in Nature- Spring Scavenger Hunt**
4:00 PM - 5:00 PM @ Great Bend Park
- 21 Colonial Athletic Association Men's & Women's**
- 25 Conference Tennis Tournament**
@ Burlington Tennis Center
- 27 FREE Kid's Culinary & Nutrition Classes**
5:00 PM - 7:00 PM @ North Park

MAY

- 2 City Council Work Session**
5:00 PM @ Burlington Municipal Conference Room
- 3 City Council Meeting**
7:00 PM @ Burlington Municipal Building
- 7 Active City Streets**
10:00 AM @ Downtown Burlington
- 17 City Council Meeting**
7:00 PM @ Burlington Municipal Building
- 19 Family Adventures in Nature - Leaf & Tree ID**
4:00 PM - 5:00 PM @ North Park
- 27 Musical Chairs/ 4th Fridays**
4:30 PM - 9:00 PM @ Downtown Depot
- 30 Memorial Day**
Administrative Offices Closed

Congratulations to the newly hired,
promoted and retired!

IN-UP-ON

IN (new hire)

Christopher Eanes Police Officer I
 Alexandria Davis Police Officer I
 Erica Litten Human Resources Technician
 Mark Myers Water Plant Operator I
 Curry Hall Police Officer I
 Darin Lee Police Officer I
 Christopher Villines Police Officer I
 John Pride III Police Officer I
 Hardin Watkins City Manager
 Geraldo Poteat Police Cadet
 Jerlhey Bonilla Police Cadet

UP (promoted)

Heather Smith Permit Specialist
 Djrael Lilly Sanitation Worker II
 Wanda Toney-Robles Collection Specialist
 Alan Balog Police Master Police Officer
 Danisha Jordan Police Officer I
 Jonathan Montanez-Figueroa Police Officer I
 Casey Gural Turf Management Supt.
 Morgan Lasater Public Information Specialist
 Neal "Otis" Hilliard Recreation Parks Maintenance Tech.
 Phillip Gilley Jr. Recreation Turf Care Specialist
 Reginald Robertson Groundskeeper
 Andrew Gerringer Police Sergeant
 Timothy Davis Jr. Police Master Police Officer
 Tanner Long Recreation Spray/Turf Technician
 Eric Walker Sanitation Equipment Operator III
 Chad Fleming Fire Engineer
 Thomas Yancey Police Lieutenant
 Brian Long Police Captain
 Robert Riggan Fire Engineer
 Gregory Priska Fire Lieutenant
 Christopher Waller Fire Lieutenant
 Michael Blanchard Fire Engineer
 Russell Mansfield Fire Lieutenant
 Dennis Thomas Chief Operator of the Mackintosh WTP
 Jeff Tippett Operator 2 at the Mackintosh WTP

ON (retired)

Joseph "Reid" Metters Police Sergeant
 Stacey Thompson Police Sergeant